

**DEPARTMENT OF EDUCATION  
SPECIAL EDUCATION PROGRAMS  
Highmore-Harrold School District  
Accountability Review - Monitoring Report 2015-2016  
(For District Use Only)**

**Report Date: November 30, 2015**

**All non-compliance must be corrected within 1 year of this report date.**

**Date Closed:**

**Corrective Action:**

**Prong 1: Correct each individual case of noncompliance**

**Timeline for Completion: February 8, 2016**

**All Prong #1 corrections must be completed and documents submitted to the team leader 60 calendar days from the "report date" noted above.**

Student Name: Chloe Cherland Teacher's Name: Jan Clement	Required Action:	Documents To Be Submitted:
<p>Student File # 2: This student was reported on child count under the category of Developmental Delay (570).</p> <p><b>Prior Notice:</b></p> <ol style="list-style-type: none"> <li>There was no documentation that parents were given five days before the district proposed the initial educational placement or that the parents waived the requirement.</li> </ol> <p><b>IEP Content:</b></p> <ol style="list-style-type: none"> <li>The annual goal must have the following components in order to make the goal measurable: condition, performance and criteria. The criteria of how well is missing from goals 2 and 3.</li> </ol>	<p><b>Prior Notice/Consent:</b></p> <ol style="list-style-type: none"> <li>Documentation of the five day prior written notice before the district proposed special education services cannot be corrected.</li> </ol> <p><b>IEP Content:</b></p> <ol style="list-style-type: none"> <li>Document on the goal page the criteria for each of these two goals. (This will make progress monitoring easier to measure)</li> </ol>	<p>Refer to Prong #2 to verify correction</p> <p><b>Submit a copy of the following:</b></p> <ol style="list-style-type: none"> <li>Copy of the meeting notice</li> <li>Copy of the IEP amendment</li> <li>Copy of the parental prior written notice (PPWN)</li> </ol>
<p>Date Documents Submitted:</p> <p>Status:</p>		

<b>Student Name: Blake Feller</b> <b>Teacher's Name: Heather Trefz</b>	<b>Required Action:</b>	<b>Documents To Be Submitted:</b>
<p>Student File # 4: This student was reported on child count under the category of Other Health Impaired (555).</p> <p><b>Individual Education Program (IEP) Content:</b></p> <ol style="list-style-type: none"> <li>1. A goal must be written for behavior, it must link to the needs on the PLAAFP and services identified in the IEP.</li> </ol>	<p><b>IEP Content:</b></p> <ol style="list-style-type: none"> <li>1. The IEP team must meet to amend the IEP to add a behavior goal.</li> </ol>	<p><b>Submit a copy of the following:</b></p> <ol style="list-style-type: none"> <li>1. Copy of the meeting notice</li> <li>2. Copy of the IEP amendment</li> <li>3. Copy of the parental prior written notice (PPWN)</li> </ol>
<p>Date Documents Submitted:</p> <p>Status:</p>		

<b>Student Name: Rebecca Mildebrandt</b> <b>Teacher's Name: Jan Clement</b>	<b>Required Action:</b>	<b>Documents To Be Submitted:</b>
<p>Student File # 5: This student was reported on child count under the category of Cognitive Impairment (510).</p> <p><b>Prior Notice/Consent:</b></p> <ol style="list-style-type: none"> <li>1. Consent was not obtained for all areas in which an assessment was given, specifically the observation.</li> </ol> <p><b>Evaluation Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Consent was acquired to assess in the area of adaptive behavior, but the area was only evaluated using a standardized assessment-skill-based assessments must be also administered in the area.</li> </ol>	<p><b>Prior Notice/Consent:</b></p> <ol style="list-style-type: none"> <li>1. Consent for only administering evaluations on the prior notice cannot be corrected.</li> </ol> <p><b>Evaluation Procedure:</b></p> <ol style="list-style-type: none"> <li>1. The IEP team must acquire consent to administer skill-based assessment in adaptive behavior.</li> </ol>	<p>Refer to Prong #2 to verify correction</p> <p><b>Submit a copy of the following:</b></p> <ol style="list-style-type: none"> <li>1. Copy of parental prior written notice consent for evaluation</li> <li>2. Copy of the skill based report</li> <li>3. Copy of the meeting notice</li> <li>4. Copy of the IEP amendment to add any needs/goals/services linked to</li> </ol>

		the skill based assessment 5. Copy of the PPWN
Date Documents Submitted: Status:		

<b>Prong 2: Correctly implement the regulatory requirements (i.e. achieved 100% compliance), based on the SEA's review of <u>updated data</u>.</b>		
<b>Required Action:</b> The district must review and update its policy, procedure and practice regarding the following: <ul style="list-style-type: none"> <li>• Individuals responsible for the completion of prior notice/consent and evaluations needed for the purpose of determining eligibility.</li> <li>• Development of evaluation reports that must be provided to parents including administering and reporting skill based assessment.</li> <li>• Determining eligibility and completing the eligibility documents.</li> <li>• Developing an IEP that provides educational benefit.</li> </ul> <p>The district may receive technical assistance regarding these issues noted in this report.</p>		
<b>Documents To Be Submitted:</b> Each special education teacher responsible for the student files identified under Prong #1 above must submit the following documents to verify continued correction under Prong #2. <ol style="list-style-type: none"> <li>1. Referral document</li> <li>2. The prior notice/consent for evaluation</li> <li>3. Copies of <u>all</u> the evaluation reports including skill based assessment and transition</li> <li>4. Copy of the prior notice for the eligibility/IEP meeting/transfer</li> <li>5. Copy of the MDT/eligibility document and;</li> <li>6. Copy of the IEP</li> <li>7. Copy of the PPWN</li> </ol>		
<b>Target Date for Submission of Prong #2 Documents:</b>		
Teacher Name: Jan Clement Date Received: Status Report:		
Teacher Name: Heather Trefz Date Received: Status Report:		

